Reconcile AFRS to CAMS &
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Reconciling AFRS to CAMS

1) **Run Enterprise Reporting (ER)**
   - Login
   - Go to: Financial Reports → Expenditure Flexible →Expenditure Activity Flexible
   - **Schedule with selection values for JC**
     - Format: Microsoft Excel Workbook Data-Only
     - Personal Title: (i.e. *JC_FM_FY*, or *JC_QTR_FY*)
     - Select Biennium
     - Select Agency
     - Select the Fiscal Month(s) you are reconciling
       - (Begin FM)
       - (End FM)
     - Select Subobject (JC)
     - Transaction Type: **[B]**
     - Select Expenditure Content: **"Cash, Accr(actual)"**
     - Include Balances = No
     - Select "Schedule"
   - View report and keep open.
     - Print or Save report as needed

2) **Transfer data from the ER Report to the CAMS Reconciliation Template as follows:**
   - Copy the following data from the **ER Report** & paste to the **CAMS Reconciliation Template**:
     - Cur Doc No
     - Ref Doc No
     - Acct / Fund
     - PI
     - Amount
       - *Note: you can transfer additional fields as necessary*

3) **From the CAMS Reconciliation Template continue to fill in the following information:**
   - Enter the **Number of E-Tags** (i.e. the number of tags assigned /assets associated with the amount paid)
   - Enter the **E-Tag Number(s)** (if more than one tag number, then enter the cost of each items next to the tag number)
     - Check to ensure that the Total cost of all tags equal the amount referenced in the "Amount" field.
   - Enter **Notes** as needed:
     - (i.e. leased item – *Note: the financial effect, or Note: This is a COP*)
     - (i.e. addition or upgrade to a prior year asset… *Note: this is an additional expenses for an asset purchased in a previous year*)
   - **Save Excel sheet**

4) **Verify all items on the worksheet are entered in CAMS and verify that all are 100% accurate.**
   - Login to CAMS.
   - View each Tag Number and check to ensure the following information has been correctly entered in CAMS:
     - Check Acquisition Date to ensure it reflects the correct reporting period (or disposal date if applicable)
     - Field Order Number / F-Order
     - Dollar Amount
     - Acct / Fund
     - Program Index
       - *Note: check additional fields that need to be verified as necessary*
   - If there are errors, determine if AFRS is correct or CAMS in correct:
     - If CAMS is incorrect then have the inventory control office update CAMS.
     - If AFRS is incorrect then do a JV to make the correction in AFRS.
   - Once you have verified that AFRS & CAMS match, then mark **"DONE"** next to the reconciled item on your template.

Reconciling CAMS to AFRS

5) Run CM800 Reports
- Login to CAMS
- Go to the Report Request (RR) screen…option #2
- Run the "Cost & Deprec. For Assets $5,000 and above" report (CM800 reports)…option #14
    - Begin Date: 07-01_ (Always run from 07-01-__, even for quarterly reconciliations)
    - End Date: 06-30_ (Only run through the current month or quarterly reconciliation end date)
    - Job Class: D = 4hour
    - Copies = 1
    - Print = enter printer number (i.e. R####)
    - Enter
- From the printed report, the cost of items **added** for period should match the total amount on your JC reconciliation spreadsheet
    - You will have to manually add your quarterly reconciliation spreadsheets together to balance to the CAMS report (cost of items added for the period).

If it does not BALANCE…
Then run an "asset report" (CM400)…option 09   • Selection: B=Both   • Job Class: D=4hour   • Copies: 1   • Print = enter printer number (i.e. R####)   • Enter   • Acq Date: Begin Date: 07-01-____ & End Date: 06-30-____   • Enter   Review report to find the discrepancy.

- Also check the beginning balance on the CAMS report against last year's Ending balance to see if there has been a change
    - If there has been a change find out why.

NOTE:
CAMS does not differentiate between Fiscal Years. Therefore when adjustments are made between fiscal years or Payments are paid for Prior Fiscal year we need to put a note on our reconciliation (so when they try to reconcile AFRS to CAMS they will be able to see by looking at our notes why it does not match.)